



The City of Belmont  
invites your interest for the position of

# Public Works Director



Applications will be accepted until February 11, 2011



# The City of Belmont

The City of Belmont, known for its wooded hills, views of the San Francisco Bay and stretches of open space, is located midway between San Francisco and San Jose. Incorporated in 1926, Belmont has a population of approximately 26,000 and is a lovely and quiet suburban community spanning approximately 4 square miles. The residents take pride in maintaining and protecting the unique character of their neighborhoods. As such, they are organized into several active neighborhood associations and are actively involved and passionate about their high quality City. Belmont is a well-balanced community offering housing, recreation and parks, retail and service businesses, a quality education system and easy accessibility to public transportation.



## The Organization

Belmont is a general law city with a full time staff of approximately 130. The five-member City Council appoints the City Manager and the City Attorney; and the City Clerk and City Treasurer are elected. The city departments include Public Works, Planning and Community Development (including Economic Development and Redevelopment), Police, Parks and Recreation, Finance, Human Resources, and Information Services.

Fire protection is provided by the Belmont-San Carlos Fire Department, a joint powers authority of the cities of Belmont and San Carlos.

Water is provided to Belmont by the Mid-Peninsula Water District.

The General Fund budget for Belmont is \$15 million. Budget balancing strategies adopted over the past few years have provided Belmont with adequate resources to continue delivering quality services and to be able to maintain and improve City facilities.

# The Position

Reporting directly to the City Manager and serves at his discretion, the Public Works Director is a senior management classification leading a department with a budget of approx. \$25 million for fiscal year 2010/11. This position may serve as City Engineer at the City Manager's discretion.

## The Department

The position oversees 27 personnel within the Engineering, Streets and Street Lights, Sewer, Storm Drain and Fleet Management areas. Collectively, the Public Works Department continuously strives to provide residents the best, most efficient and timeliest service possible.

## The Ideal Candidate

The new Public Works Director will appreciate the dynamics of a smaller organization and will create partnerships with other departments. The ability to work well with the City Council, City Manager and Department Heads as well as neighboring cities, agencies and organizations on a variety of projects is crucial for this position.

This challenging position requires a strong, visionary leader committed to continuous quality improvement, customer service and performance management. The ideal candidate will understand the bigger picture as well as anticipate and prepare innovative solutions and deliver results. The successful candidate will understand the importance of effective and proactive community outreach to the residents and the public. In addition the position must be astute at applying for and acquiring grant funding for Public Works projects. The candidate must be a self-starting, results-oriented individual with good communication and strong interpersonal skills who has integrity, is ethical, energetic and innovative.

The individual must be registered as a professional Civil Engineer in the State of California and possess at least six years of increasingly responsible municipal public works program administration including three years of management and administrative responsibility. A Bachelor's degree with major course work in public administration, civil engineering or related field is required. A Master's degree in engineering, or public/business administration is desirable.



# Essential Functions

Assume full management responsibility for all department services and activities including the engineering, capital improvements, streets, sanitary sewage and storm drain systems, and vehicle and equipment maintenance. Major responsibilities of this position include:

- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Plan, direct and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility, review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Provide staff assistance to the City Manager, participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Oversee the development and ensure proper implementation and progress of capital improvement projects.



## Current Projects

### Pedestrian/Bike Bridge Project

The City is in the process of constructing a bicycle /pedestrian bridge that will span Highway 101. This \$8.8 million dollar project is expected to be completed in Spring 2011.

### Pavement Management Plan

The Pavement Management Program utilized by the City of Belmont seeks to identify improvements that will minimize future deferred maintenance costs for the entire roadway system.

### Emmet House and Street Improvements

The Emmett House Project involves rehabilitation and seismic upgrade of the historic Emmett House and its conversion to two low income housing units. Improvements to 6th Avenue and O'Neil Streets which border the Emmet House are also planned. The house improvements are expected to be completed in early 2011 followed by the street improvements in fall of 2011.

### ADA Ramps on Ralston Avenue

The project provides for the construction of ADA ramps along Ralston Avenue. A \$40,000 TDA grant is available for the first phase of the project which includes approx. 25 ramps.

### Sewer and Storm Drain Rehabilitation Projects

The City's storm water and sewer systems are in need of substantial rehabilitation. These projects will construct new storm utilities and upgrade the City's sewer conveyance system.

### Regional Sewer Treatment

The City is a member of the South Bayside Waste Authority which is in the process of rebuilding its sewer treatment plant. The 10 year CIP was adopted in 2008, Belmont's portion of this project is \$45.2 million.

# Compensation & Benefits

The control point for the Public Works Director is \$171,480 per annum. (variance of +/- 20%) This position is also eligible for additional compensation , at the City Manager's discretion, via a performance award system. In addition, the City offers an attractive benefit package which includes the following benefits:

## Retirement

Benefits are provided by the California Public Employee's Retirement System (CalPERS) offering 2% @ 55. Employee contributes 7%.

## Deferred Compensation Program—457 Plan

The City contributes \$140 monthly to the employee's deferred compensation account. The employee is able to contribute additional monies via pre-tax payroll deduction.

## Cafeteria Plan

The City offers a cafeteria plan equivalent to the Kaiser family premium under the CalPERS plan, (\$1,479.37 per month effective 1/1/2011), to be used by the employee for any combination of the following: medical benefits , flexible spending accounts, deferred compensation contribution, and additional salary option.

## Health Insurance

The City contracts with CalPERS for health benefits, the program offers two HMO plans— Kaiser and Blue Shield Access +; and three PPO plans administered through Blue Cross.

## Life Insurance

Basic Life/AD&D \$200,000 policy with additional life insurance available to purchase for yourself and/or spouse.

## Dental Insurance

The City pays the full cost for the employee's participation in the Delta Dental Plan. Employees can enroll additional dependents at \$5.00 per individual and \$10.00 per family per month.

## Holidays/General Leave -

Twelve paid holidays with two floating holidays after one year of service. General Leave begins accruing at 14.66 hours per month (22 days for the first year), increasing after 5 years of service.

## The Recruitment Process

Qualified candidates are invited to apply for this exceptional career opportunity. To be considered for this position, please complete a City of Belmont job application by visiting: [www.calopps.org](http://www.calopps.org). In addition submit a cover letter and resume highlighting related background, education and experience to: City of Belmont, Human Resources, One Twin Pines Lane, Suite 330, Belmont, CA 94002.

Recruitment closes February 11, 2011. The City reserves the right to limit the number applicants that continue in the selection process. Possession of the position's minimum qualifications does not guarantee advancement in the selection process.

The selection process may consist of a supplemental questionnaire, oral interview and/or other selection tools deemed necessary.

Successful candidates will be subject to a background investigation which may include reference checks, criminal history check and education verification.

The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

The provisions of this announcement do not constitute a contract, expressed or implied and any provision contained in this announcement may be modified or revoked without notice.

EOE—The City of Belmont is an equal opportunity employer. The City will reasonably accommodate applicants with disabilities upon request.

